LEE'S SUMMIT
MISSOURI

Special Event Permit Checklist

A Completed Checklist Must Be Submitted With Each Special Event Permit Application

Submittal Requirements	Yes	No
Completed Special Events Application	X	
Ownership signature/permission	X	
Filing fee – **See Schedule of Fees and Charges for applicable fee**	X	
Checklist for Special Event Application	X	

*__Applications missing any required item above will be deemed incomplete.__

Table 1. General Application Requirements				
UDO Article 4., Sec. 6.1560	**Ordinance Requirement**	**Met**	**Not Met**	**N/A**
A. Application Required.	A Special Event Application shall be submitted for any Special Event requiring a Special Event Permit, as outlined above under "Permit Required."			
B. Application Deadline	A complete application shall be submitted at least 20 calendar days prior to the requested start date of a Special Event. The Director shall have the authority to waive the application deadline.			
C. Submission Requirements.	The application shall set forth and contain the submission requirements as stated in the UDO Article 4, Division V. - SPECIAL EVENTS AND MOBILE FOOD VENDING			
C.1. Name of Event	Name and/or brief description of the event.			
C.2. Description of City Services	Description of City Services required for the event such as traffic control, street sweeping etc.			
C.3. Fees	Fees as required. See the Schedule of Fees and Charges for applicable fee			
C.4. Narrative	A written narrative, fully describing the proposed event, including: 7. Location 8. Hours of operation 9. Anticipated attendance 10. Buildings or structures to be used in conjunction with the event 11. Proposed signs or attention attracting devices 12. Public streets to be used, if any			
C.5. Statement	A statement that the standards set forth in Article 4, of the UDO, have been satisfied.			
C.6. Site Plan	A site plan in the form and the level of detail as required by the Director, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.			